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INSPIRE TO EXCEL

CAREER SERVICES

Empowering women to achieve *authentic* success™

Interview Thank You Email Template: Making a Lasting Impression

A thoughtful thank you email reinforces your interest in the role and keeps you memorable after the interview. Customize this template within 24 hours of your interview to create a genuine, professional follow-up message.

Subject Line:

Thank you for the [Job Title] interview

Email Body:

Dear [Interviewer's Name],

Thank you for taking the time to meet with me [yesterday/today] regarding the [Job Title] position at [Company Name]. I enjoyed our conversation about [specific topic discussed] and learning more about [interesting company initiative or team goal mentioned].

Our discussion reinforced my enthusiasm for the role and my confidence that my background in [relevant skill/experience] would allow me to [specific value you'd add]. I was particularly excited about the opportunity to [specific aspect of role discussed].

[Optional: Add brief point addressing any question you wish you'd answered differently or providing requested information.]

Thank you again for your time and consideration. I look forward to hearing about the next steps in the process.

Sincerely,

[Your Name]

Key Reminders:

- Send within 24 hours
- Reference specific conversation points
- Keep it concise and professional
- Proofread carefully

Ready to enhance your interviewing strategy? Learn about our specialized interview training at <https://www.inspiretoexcel.com/services>. **Let's get growing!**